

Section 1.1: General Information

Good nutrition, the development of healthy eating habits, and learning about food choices are vital building blocks for young children. Provisions must be made to ensure that these building blocks are in place to promote good health throughout life. A growing number of young children receive a significant proportion of their food in child care settings.

Those responsible for feeding children in child care centers have an important responsibility to:

- Serve wholesome and attractive meals that follow the dietary guidelines and meet children's nutritional needs.
- Make meal time a pleasant and sociable experience.
- To provide nutrition education.

Sharing in this responsibility is the staff of the Child and Adult Care Food Program (CACFP). The CACFP is a United States Department of Agriculture (USDA) program that is administered by the Arizona Department of Education (ADE). The primary goal of the CACFP is to improve and maintain the health and nutritional status of children in care while promoting the development of good eating habits. Programs participating in the CACFP must serve meals to all enrolled participants.

This compliance manual is designed to provide sponsors with instructions on how to administer the CACFP and to help ensure wholesome, nutritious meals are served to children in child care centers. The contents of this manual are based on Federal Regulation 7 CFR 226., Food & Nutrition Service Instructions (FNS 796-2 rev.3), and CACFP Policies set forth by the United States Department of Agriculture and the Arizona Department of Education. This manual is also intended to be used in conjunction with other CACFP manuals and resources such as, *CACFP Eligibility Guidance Manual for Center-based Programs* and the *CACFP Creditable Foods and Buying Guide*.

The Child Nutrition Programs (CNP) staff is committed to assisting schools and organizations to improve the nutrition and well being of students so they can achieve their full potential.

Section 1.2: Glossary

Adult Day Care Center - Any public or private nonprofit organization or proprietary organization that provides nonresidential services and receives compensation under Title XIX of the Social Security Act for chronically impaired disabled adults 18 years of age or older or persons 60 years of age or older with or without an impairment.

Administrative Duties/Costs - Necessary, Reasonable, and Allowable CACFP costs incurred by a Sponsor related to the planning, organizing, and managing of CACFP administrative duties. CACFP administrative duties include costs towards "Labor," "Benefits," "Supplies/Equipment," "Rent/Mortgage," "Contracted Services," and "Communications."

Administrative Personnel - Include center Owner, Bookkeeper, Director, or Monitor involved in the planning, organizing, and managing of CACFP administrative duties.

Arizona Department of Education (ADE) - The State Agency designated by the legislative authority of the State of Arizona and has been approved by the USDA to administer the CACFP.

At-Risk After School Snack Program - A sub-program of the CACFP that provides Federal funds to public or private organizations for snacks served to children through the age of 18 who participate in organized programs that provide after school care in at-risk areas.

Child and Adult Care Food Program (CACFP) - A USDA program that provides Federal funds to non-residential child and adult day care facilities, emergency shelters and certain after school care programs to serve nutritious meals and snacks.

CACFP Child Care Standards - Standards for alternate approval of child care facilities, outside-school-hours centers, and day care homes when licensing or approval is not available.

Child Care Center/Facility - Any public or private non-profit organization, or proprietary Title XX center as defined in this section, licensed or approved to provide nonresidential child care services to enrolled children, primarily of preschool age, including, but not limited to day care centers, preschools, Head Start centers, outside-school-hours child care centers, and organizations providing day care services for disabled children. Child care centers may participate in the Program as independent centers or under the jurisdiction of a sponsoring organization.

Child Nutrition Programs (CNP) - Federally funded programs administered through the USDA. These programs include the CACFP, National School Lunch Program, School Breakfast Program, Summer Food Program, Special Milk Program, and Food Distribution Program.

Civil Rights – The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age disability, political beliefs, sexual orientation, or marital or family status (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To

file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202-) 720-5964 (voice and TDD), USDA is an equal opportunity provider and employer. The non-discrimination statement must be included on all materials that are provided to the public (menus, brochures, advertisements, websites, etc.).

Claiming Percentage – A method for computing reimbursement. Using this method, daily meal counts do not have to be maintained separately for each income category (Free, Reduced, and Paid). Instead, each month the total number of participants eligible for each category is divided by total enrollment to determine a claiming percentage for that category. The percentage for each category is then multiplied by the total number of each meal served for that month to establish the number of Free, Reduced, and Paid meals to be reimbursed.

Creditable Foods - Foods that meet regulations governing the CACFP in terms of nutrient content, meal pattern requirements, standards of identity, and other foods that may be counted toward meeting the requirements for a reimbursable meal.

Current – Period within the past 12 months prior to the submission of an application to participate in the CACFP.

Current Income - Income received by the entire household during the month prior to completing an income application.

Cycle Menus - Set(s) of menus planned and rotated for at least a minimum of a four-week interval.

Daily Meal Production Records for Infants – A CACFP record the Sponsor uses to record formula and food(s) offered to infants.

Department of Economic Security (DES) - The State agency that administers the Federal Child Care Development Block Grant and provides Title XX subsidy under the Social Security Act for child care. A valid case number for food stamps or cash assistance should be 8 digits.

Example: 00012345 or 12345678

Department of Health Services (DHS) - The State agency designated by legislative authority of the State of Arizona to issue a license upon inspection and approval of a child care facility and its operations.

Economic Unit - A group of related or unrelated individuals sharing housing and/or all significant income and expenses.

Eligible Children/Child - (a) Person or persons 12 years old or younger, (b) Child(ren) of migrant workers 15 years old or younger, or (c) Mentally or physically disabled persons enrolled in a child care center serving a majority of persons 18 years old or younger.

Enrolled Child - A child whose parent or guardian has submitted a signed document to a child care center which indicates that the child is enrolled for child care.

Fiscal Year - A federal period of 12 calendar months beginning October 1 of any year and ending with September 30 of the following year.

Food and Nutrition Services (FNS) - The division of the USDA that administers the CNP at the federal level.

Food and Nutrition Services Regional Office (FNSRO) - One of the seven USDA regional offices that administers the CNP. Arizona is under the Western Region Office (WRO).

Food Service Vendor/Provider - A company or a public or private school with which a sponsor may contract for preparing and/or delivering meals for use in the CACFP.

Foster Care - A child placed in a foster home by the Arizona DES or an Arizona tribe. Foster care is a temporary arrangement for a child who cannot live safely with his/her birth family. Children in foster care live with their relatives, foster parents or, if neither of these are available, in group facilities.

Household (Family) - A group of related or unrelated individuals, who are not residents of an institution or boarding house, but who are living as one economic unit as defined under the definition of "economic unit".

Income Application (affidavit) - A form completed by each household for a child(ren) enrolled in a child care center to determine eligibility for participation in the CACFP.

Income Guidelines - Family size and income standards prescribed annually by the USDA based on the federal poverty guidelines of income at or below 130% for the Free category, income above 130% but, at or below 185% for the Reduced category, and income above 185% for the Paid category.

Income to the program - Any funds used in an institution's food service, including, but not limited to: all monies received from Federal, State, intermediate or local government sources; payment for children's meals and food service fees; income from any food sales to adults; and other income, including grants or cash donations from individuals or organizations.

Independent Center - A center which enters into an agreement with the State Agency to assume final administrative and financial responsibility for the CACFP operations.

Infant Cereal - Any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with formula or milk prior to consumption.

Infant Feeding Preference – A CACFP record that a parent can complete to decline any of the infant meal components being offered by the center. For infants 8-11 months old, the center must provide at least one component in order for the meal to be reimbursable.

Infant Formula – Any iron-fortified infant formula, intended for dietary use as a sole source of food for normal, healthy infants served in liquid state at manufacturer's recommended dilution.

Institution - A sponsoring organization, child care center, preschool, outside-school-hours care center or adult day care center which enters into an agreement with the State Agency to assume final administrative and financial responsibility for the CACFP operations.

Internal Revenue Service (IRS) - The Federal agency that grants non-profit, tax-exempt status to sponsoring organizations.

Meal Count Summary – A CACFP record the Sponsor uses to record the accumulative total of meal counts taken from the Point of Service Meal Count Sheet.

Meals - Food which is served to enrolled children in child care centers for breakfast, lunch, supper and snacks which meets the nutritional requirements as established by the CACFP and are claimed for reimbursement.

Milk - Pasteurized fluid types of unflavored or flavored milk, low-fat milk, skim milk, or cultured buttermilk which meets State and Local standards for such milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration (FDA) and be consistent with State and Local standards for such milk.

Non-pricing Program – A meal service program in which there is no separate identifiable charge made for meals served to enrolled children.

Nonprofit Food Service - All food service operations conducted by the institution where all CACFP reimbursement funds are used solely for the operation or improvement of such food service.

Nonresidential - Enrolled children are not maintained in care for more than 24 hours on a regular basis.

Operational Duties/Costs - Necessary, Reasonable, and Allowable CACFP costs incurred by a Sponsor related to the preparation and serving of meals to children enrolled in the CACFP. Operational duties include costs toward "Labor," "Benefits," "Food," "Supplies/Equipment," "Rent/Mortgage," "Contracted Services," and "Utilities."

Operational Personnel - Include teachers and cooks involved in the preparation and serving of meals to children enrolled in the CACFP.

Outside-School-Hours Center - Nonprofit, public or private organization or school, or a proprietary Title XX center, as defined under these definitions, licensed or approved to provide organized nonresidential child care services to enrolled children outside of school hours. Outside-school-hours care centers may participate in the CACFP as independent centers or under the auspices of a sponsoring organization.

Permanent Agreement – The permanent agreement is an official agreement between a child care institution and the State Agency for the purpose of operating the CACFP in compliance with the regulations governing the CNP. This document provides ADE with a list of all authorized signers. A copy should be kept in a permanent file.

Point of Service Meal Count – The Point of Service Meal Count verifies the child's attendance to participate in the consumption of a meal or snack. As children begin to eat their meal or snack it is at this point of their consumption the Point of Service Meal Count is recorded by staff on the Point of Service Meal Count Sheet. The Point of Service Meal Count is not to be documented after the meal or snack is consumed or at the end of the day.

Point of Service Meal Count Sheet – Documents the "Point of Service Meal Counts" by verifying the child's attendance to participate in the consumption of a meal or snack.

Pricing Program – A meal service program in which a separate identifiable charge is made for meals served to enrolled children.

Program - The CACFP authorized by Section 17 of the National School Lunch Act.

Program Year - A federal year as defined under the definition of "fiscal year". CACFP's fiscal year is October 1 – September 31.

Proprietary Title XX (DES/Child Care Subsidies) Center - Any private, for-profit center: (a) providing nonresidential day care services for which it receives compensation from Title XX of the Social Security Act, and (b) in which no less than 25% of the enrolled children or the license capacity are Title XX beneficiaries during the calendar month preceding initial application or annual renewal application for Program participation, or during any month for which reimbursement is claimed.

Reimbursement - Federal financial assistance paid to institutions for creditable meals or snacks served to enrolled children.

Seriously Deficient — The status of an organization or a day care home that has been determined to be noncompliant in one or more aspects of its operation of the CACFP.

Serving It Safe – A course offered by ADE that meets the requirement for a full time Certified Food Safety Manager for counties who require this certification. This course is 10 hours in length and includes a two-hour exam.

Shift Care - Term used to describe caring for children during different time periods of the day, not exceeding the approved license capacity at any one time. For example, a center that cares for 10 children between 7:30am-2:30pm and another group of children from 2:30pm-5:00pm after the first group goes home is providing shift care.

Site – Is the physical location of the Public or Private Organization responsible for the administration of the CACFP as defined under the definition of “Sponsoring Organization”.

Specialist of the Day – A CACFP specialist that has been assigned a specific day of the month to receive incoming calls and assist Sponsors.

Sponsor - Public or Private Organization responsible for the administration of the CACFP as defined under the definition of “Sponsoring Organization”.

Sponsoring Organization (SO) - A Public or Nonprofit Private Organization which is entirely responsible for the administration of the CACFP in: (a) one or more day care homes, (b) a child care center or outside-school-hours care center which is a legally distinct entity from the sponsoring organization, (c) two or more child care centers or outside-school-hours centers, or (d) any combination of child care centers, day care homes, and outside-school-hours care centers. The term “Sponsoring Organization” also includes a for-profit organization which is entirely responsible for administration of the Program in any combination of two or more care centers and outside-school-hours care centers which are part of the same legal entity as the sponsoring organization, and which are for-profit Title XX centers.

State Agency (SA) - The agency designated by the legislative authority of the USDA to administer the CACFP.

Title XX – The DES’s Child Care Administration’s subsidized Child Care Program.

Time Distribution Report – A form used to document the amount of time spent performing Food Service and Non-Food Services tasks for each day of the month. This information is used to establish the portion of costs that may be claimed as food service labor.

United States Department of Agriculture (USDA) – Is the Federal agency responsible for the administration of the CNP.

Section 1.3: Administration

At the national level, the USDA administers the CACFP. The national office develops regulations, publications, and forms, and establishes the policies necessary to carry out the Program. The national office is also responsible for oversight of the Program and providing guidance to ensure delivery of Program benefits to eligible children.

The Arizona Department of Education is the State Agency which administers the CACFP in Arizona.

PHYSICAL ADDRESS

**Arizona Department of Education
Academic Achievement Division/Health & Nutrition Services
2005 North Central Avenue
3rd Floor
Phoenix, AZ 85004
TEL: (602) 542-8700
FAX: (602) 542-3818 or (602) 542-1531**

MAILING ADDRESS

**Arizona Department of Education
Health & Nutrition Services, Bin # 7
1535 West Jefferson Street
Phoenix, AZ 85007**

CACFP ARIZONA WEBSITE

www.ade.az.gov/health-safety/cnp/cacfp

OTHER HELPFUL WEBSITES

Training Registration: www.ade.az.gov/online/registration
Code of Federal Regulations (search for 7 CFR 226): www.gpoaccess.gov/cfr/index.html
FNS Instructions (796-2 rev.3): www.fns.usda.gov/cnd/care/Management/796-2.htm

CHILD NUTRITION PROGRAM'S SUPPORTING UNITS

Business & Financial Services:
Accounting Unit / Financial & Claims Unit
(602) 542-4277 (602) 542-8714

Section 1.4: Administrative Assistance

The following assistance can be expected with participation in the CACFP:

- Training on program compliance and requirements, application procedures, food program administration procedures, nutrition education, and serving it safe training.
- Monitoring of child care centers to ensure that the food program is administered in accordance with Program regulations and requirements.
- Technical assistance and consultation.
- Information on audit and administrative review requirements.
- Timely application processing.
- Reimbursement for eligible meals.
- Forms, publications and guidelines to assist with Program operations.
- Procedures for child care centers to appeal decisions affecting participation or reimbursement.
- Procedures to ensure that child care centers do not discriminate on the basis of national origin, race, color, gender, age, disability. (Not all prohibited bases apply to all programs.)
- Distribution of CACFP guidance and resource materials.